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STATISTICAL REPORT OF ISB ACTIVITIES
FOR MARCH 1955

Visual Aids Section

1. Received a total of 36 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop-work on a total of 219 items, including sketches, graphs, drawings, signs, posters, and display items, of which:
 - a. Two projects totaled 40 man-hours or more.
 - b. Two projects totaled 80 man-hours or more.
 - c. Two projects totaled 300 man-hours or more.
 - d. Two projects involved artwork and the production of display type and exhibit materials.
3. Received a total of 13 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed 3 still picture requests, 41 originals totaling 48 prints.
 - b. Processed and developed 173 ft. of ophthalmograph film (35 mm.).

Map Training Officer

1. Number of requests for maps or services - 54
2. Number of map sheets distributed: In OTR, 849
Outside OTR, 40
3. Number of photographs distributed - 73
4. Number of cartographic publications distributed to - 18 25X1
5. Completed the preparation of one lesson plan, and sterilized 3 lesson plans for Field distribution.
6. Items designed and produced: One map.

Editorial and Reproduction Section

1. Edited 3 special instructional projects; total pages, 209.
2. Edited, typed, processed and distributed 22 administrative communications from Office of Director of Training
3. Processed 55 requests through Printing and Reproduction Division/LO.
4. Reproduced internally, 56 requests from offices of OTR; 146 masters and/or stencils.
5. Completed 9 requests for thermofax copies; 9 originals; 145 copies.

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Audio Aids Section

1. Number of requests handled: 122 covering 186 items.
2. Number of films procured: 110
3. Number of films projected: 72
4. Number of sound recordings made: 520 hours.
5. Number of preventive maintenance checks made: 121
6. Number of emergency checks made: 16

Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges: 272
- (b) Document charges: 3,145
- (c) Periodical charges: 64
- (d) Book accessions: 396
- (e) Periodical accessions: 13
- (f) Classified document accessions: 20,000
- (g) Inter-library loans: 168
- (h) GUIDE requests: 150
- (i) Book orders: 89
- (j) Post report charges: 26
- (k) Vertical file charges: 3

2. Serviced the sub-library collections in the following volume:

- (a) Library

Reference requests: 10
Research requests: 4
Book accessions: 49
Document accessions: 782

- (b) Other Collections

A&E Staff: 12
Clerical training: 13
LETS: 192
Management training: 7
P/TD: 5
O/TS: 33
BOC: 4
Reading Improvement: 1

25X1

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B. Reference, research and bibliographic functions

1. Processed 116 reference requests.
2. Processed 15 research requests totaling 81 man-hours.
3. Conducted research and prepared 2 bibliographies containing a total of 480 entries.
4. Published 1 issue of the GUIDE containing a total of 136 annotated items.

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